

	Montana Mental Health Nursing Care Center Policy Manual		Policy Number	813
			Original Date	04/14/2006
	Department: Maintenance		Revised Date	04/17/2015
	Fire Plan			

POLICY:

In case of fire, Montana Mental Health Nursing Care Center employees will follow a detailed fire plan authorized by the Lewistown Fire Department.

PROCEDURE:

1. Each employee will read and be familiar with the fire plan.
2. A copy of the fire plan will be placed at each nurse's station and in the employee lounge.
3. All departments will have a copy of the fire plan.
4. Employees are to carry out the assigned duties described in the fire plan in drills and in an actual fire.
5. See attached fire plan.
6. The nurse in charge will complete a Fire Report Form and place it in the Maintenance Supervisor's mailbox every time the fire alarm system goes off or any time there is a fire of any kind. (Attachment#1)
 - A. Anytime there is a fire, the local fire department will be called immediately at 911.
 - B. If the incident involves damage to the building, injury, or loss of life to residents or staff, the Superintendent or Nurse in charge will contact Todd Boucher, Deputy State Fire Marshall, immediately.
 Office Phone 406-444-2099

- C. If the incident involves loss of life, within 24 hours the Superintendent or Nurse in charge will contact the State Fire Marshall, Allen Lorenz.
Office Phone 406-444-2050
 - D. The Maintenance Supervisor will send a copy of each Fire Report form to Todd Boucher, Deputy State Fire Marshall
7. Fire Drills will be held quarterly on every shift.
- A. Following the drill the Nurse Supervisor or Charge Nurse conducting the fire drill will fill out the Fire Drill Report Form (Attachment#2) give it to the Director of Nursing and then put it in the Maintenance Supervisor's mailbox in the copy room.